



**ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690 February
5th, 2016 8:30 a.m.**

ROLL CALL:

Committee: Absent DeMarsh Ex. Absent Feringa X Heffner
 X Jenema Ex. Absent LaPointe X Timmins
 X Wentzloff

Advisory: Ex. Absent Clark X Heinert X Henkel
 X Kushman X McDonough X Winter

A. PUBLIC COMMENT: Eric Nuffer; Crescent Haven Hill, Acme. He is a Kite boarder who came to speak on his support of the park plan. He asked if there would remain an area clear enough that the kite boarders could have about 75ft. In order to launch from when there is good wind from that site which are south west and north-west winds.

Discussion followed on the space that would be created by the retaining wall/seat wall. Discussed the use of the second “beach pod” area. Eric agreed that there should be enough room there to launch from.

Closed 8:45am

B. APPROVAL OF AGENDA:
Motion by Wentzloff 2nd. By Heffner motion carries

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. ACTION:
1. Adopt Parks and Trails Committee minutes 01/22/16
2. Adopt Parks and Trails Committee minutes 01/28/16
Motion by Wentzloff, 2nd. By Timmins to approve the minutes of the Park and Trails Committee minutes from 1/22/16 and 1/28/16.
Motion carries

E. REPORTS
1. None

F. NEW BUSINESS:

- 1. Selection of design components for the MNRTF Grant Application Klaus presented an updated cost estimate and new plan update.**

Jenema summarized the things that the committee removed from the last meeting.

- 1) South parking area**
- 2) Play Ground**
- 3) Mobi Mat**
- 4) 2nd. Phase of garden club**
- 5) new to the list the pavilion- part of a phase three discussion Put back in – the TART trail connector piece.**

Klaus went over price point on lawn site improvements, added class to fill for lawn improvements, widened side walk, price of hydro-turf for the large open space, cost of beach sand to widen the beach and land scape cost.

Discussion followed about not wanting to ripe of anything in the initial stages in order to complete the later stages. Klaus talked about staging from the south end, said it wouldn't be a problem.

McDonough talked about how the GTRLC has warped the Acme fundraising goals into a larger campaign. Discussed talking to the GTRLC board about raising an additional \$75K if the township would pledge another \$25K.

After seeing the cost estimate for the entire plan the committee discussed which projects should be pulled out of phase 2, to possibly make up a phase 3 if the board approves it.

Klaus clarified how the components that make up the park plan each carry a different weight and how we need to balance what we pull out for a possible phase 3 with leaving in enough to get the most desired points.

2) Recommendation for 2016 Work Program

Motion: by Wentzloff 2nd. By Timmins

Recommend to the board phase A1 for the 2016 work program with the \$67k designated by the board as presented.

Motion carries.

Discussion turned to the phase 1 that the committee would like to obtain a MDNR grant for, consensus of large components to put in the phase 1 plan are.

- 1) TART trail connector**
- 2) Play ground**
- 3) fabric shelters**

Motion: by Wentzloff 2nd. By Timmins

Motion to move that the DRN grant application include all the projects that are in column C. take to the board March 1st.

Motions carries

Will be having a public hearing to address this at the March 1st board meeting, Shawn will be putting the notices up.

Klaus will have a grand draft by mid-March. So that we have time to fine tune it as a township. Neil is our contact while Klaus is gone.

Jenema will have the resolution for the March 1st. Board meeting.

G. OLD BUSINESS:

- 1. Committee Mission & Vision Statements (it time allows) – Shawn Winter, Amy Jenema – moved to discuss after the April 1st grant deadline. Must be completed by June 30th. We are still working under the 6 month guide line.**

H. PUBLIC COMMENT Eric Nuffer- liked the design asked why the scalloped pods were designed near the beach.

Klaus talked about it being part of the natural topography, and wave action.

Eric wondered if people would be able to walk the shore, and if light poles where in the first phase.

Klaus assured him people can still walk on the beach, and that the light poles weren't in first phase and the placing of the lights was not yet set.

Eric supported the plan and tart trail connectors and the items moved to phase 3.

Jean proposed an action item to work with Matt to put together a grant strategy.

Asked about the Trust Funds view of park hours?

Matt said no view on hours. Only thing that will effect the points is if we charge a fee to get in the park.

Jean wanted to make sure we had an answer as to how people will cross 31 when we presented at the board meeting.

Shawn noted March 1st is our dead line to have the park's and rec plan uploaded.

Jenema discussed presentation strategy to tie all previous plans together.

Wentzloff discussed needing a sign.

Winter asked about the need to merge the parcels.

McDonough suggested shading the park plan to make sure everyone is very clear about what is park and what is not.

ADJOURN: Motion to adjourn 10:56 Karly 2nd. Heffner.

Motion carries



**ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
February 5th, 2016 8:30 a.m.**

ROLL CALL:

Committee: _____ DeMarsh _____ Feringa _____ Heffner
 _____ Jenema _____ LaPointe _____ Timmins
 _____ Wentzloff

Advisory: _____ Clark _____ Heinert _____ Henkel
 _____ Kushman _____ McDonough _____ Winter

A. PUBLIC COMMENT:

B. APPROVAL OF AGENDA:

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. ACTION:

1. Adopt Parks and Trails Committee minutes 01/22/16
2. Adopt Parks and Trails Committee minutes 01/28/16

E. REPORTS

1. None

F. NEW BUSINESS:

1. Selection of design components for the MNRTF Grant Application
2. Recommendation for 2016 Work Program

G. OLD BUSINESS:

1. Committee Mission & Vision Statements (it time allows) – *Shawn Winter, Amy Jenema*

H. PUBLIC COMMENT

ADJOURN:



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
January 22nd, 2016 8:30 a.m.
Draft minutes

ROLL CALL:
Committee:

Absent DeMarsh Absent Feringa X Heffner
X Jenema X LaPointe X Timmins

Absent Wentzloff

Advisory: Absent Clark X Heinert X Henkel
X Kushman Absent McDonough X Winter

A. PUBLIC COMMENT: None

B. APPROVAL OF AGENDA: Winter pointed out 2 mistakes 1) Henkel is on the Advisory staff, not the committee so his name will be moved on future agendas. 2) Move under old business 1) *North Bayside Park Design- Klaus Heinert, Gosling Czubak up to New business so that Klaus can flow from one to the other.*

Motion: Timmins 2nd. Heffner to approve the agenda with the changes mentioned.

C. INQUIRY AS TO CONFLICTS OF INTEREST: none

D. ACTION:

1. Approve Draft Minutes of:
 - a. Parks & Trails Meeting minutes 12/18/15

Motion to approve the Park & Trail meeting minutes 12/18/15 .
Motion by Timmins 2nd. Lapointe

E. REPORTS

1. Township Board -

Jenema updated the committee on the agreements between the Township and the GTRLC and TART. Hoping to finalize the commitments at the February board meeting so that McDonough can take it to the conservancy's board at the end of February.

Board officially dissolved the park and rec. committee and appointed the members of the park & trails committee to move the parks forward into the future. For 6 months, well the committee gets going Jenema will act as chair, the committee will than vote for members to hold positions just like any other. Bi-laws and mission statement will be worked on in the next 6 months also.

A second committee was formed to work in conjunction with the Park & Trail committee. It is a park maintenance committee to come up with how the parks will be maintained into the future. As of now the committee is made up of; LaPointe, Jenema, Zollinger and Henkel.

2) Kushman- Reported on TARTS efforts to explore East Bay connection options North of

Bunkerhill Rd. No easements found

Next is to follow the railroad tracks and talk to the 2 hotels(Sleep Inn and Holiday in on Mt.Hope Rd.) about the strip of land between them that maybe a possible connection.

3) Grand Traverse Regional Land Conservancy – No update just waiting for Acmes board to ok the resolution that will be taken to the conservancy board in late February.

4) Committee Member Actions

Timmins reported on her meeting with Jim Moore and Dayna Valpey from the Disability Network. Connected Klaus and Jim so they can talk directly to answer any design questions needed. Once we have a more solid plan I will go back and get more feed back. Discussed how they will partner with the township to help raise funds for the accessibility components. Went over the make up of the 2 different types of matting. Spoke with Lauren Vaughn from the city, went over the maintenance of the 2 different types of mats.

Discussed alternative grants. Klaus said that we don't want to remove all the components from the MDNR grants so we don't lose points.

Winter went over the autumn olive removal at Yuba natural area

Has contacted John Page of the ruffed grouse society, they offered to come in 2 weeks, the township is not ready. John Page will be contacting Acme later in the season, if Shawn hasn't heard back by the first of March he will call to make contact with John. Has been in contact with Paul Galligan from the resort about it incase they are also interest in autumn olive removal on the resort property, thought we could share transportation cost. Will stay in touch with him

There will be a nature hike hosted by the land conservancy at Yuba natural area on February 27th from 1-3, register on line of people can, link on Acme's website. They will be teaching educating about autumn olive during the hike.

- Jay got a quote for the removal of the 3 black willows at Bayside park. Prices from Hessel tree service were: \$2000 for the northern most tree
- \$1700 for the middle tree
- \$ \$2200 for the southern most tree

Timmins asked about if the health of the trees had been inspected. Henkel stated that they have been topped.

Jenema asked Heffner if he would like to take a leadership roll on the trail connectors to be a go to person, Heffner agreed.

F. NEW BUSINESS:

1. Review Trail Base Map & Preliminary Route Alignment- Klaus Heinert, Gosling Czubak.

Klaus went over the base map generation and discovery that he has worked on to start mapping out the trails to discover public right away, it also shows where we may need private agreements.

Klaus talked about having primary and secondary routes to connect everything. Good trails should have good circulation and connect things. In our region trails are not just for recreation but also for commuting when they are available (by season).

Looking at off road and sometimes on road routes, also want to make it ADA accessible. 5% is the maximum grade you can have for ADA compliance. Mt. Hope, just across the tracks on Bunkerhill and the south entrance of North Bayside park, and a couple spots on M-72 are the 4 areas of concern for slope with a grade over 5% within the township.

TART is in discussion with Hope village, the Lutheran church ad Dan Kelly about easements for the trail.

Next step is to get with TART and landowners to look at maps and come up with solutions as to best placement of the trails. A lot will depend on individual properties. Not all sections will be the most ascetic but they will be connections needed to get to other areas of trail segment. May need to have separate sections to work with individual land owners. Looking at setting up meetings with landowners in mid-February. Klaus will work with Shawn and Chris to set them up.

Talked about easements and the goal is to get long term access. Best case would be to make the easement part of the deed.

Klaus talked about the importance of working with the planning commission to create zoning that would foster trail connections through neighborhoods and different areas that need to connect to the main TART trail, including future build sites.

2) North Bayside Park Design- Klaus Heinert, Gosling Czubak

a. Review updated plan drawings

b. Discuss phasing options for summer '16 and grant proposal

Klaus went over the function use diagram which covered; land use functions, systems of circulation, relationship of the land use function as it relates to the park, views, access to water, road way corridors and all the relationships that come out of those functions. Connected that to how he came up with the plans he is presenting.

Discussion started on the three willow trees and what to do with them and how they would change the plans for the park if they stay or are removed.

Discussion about parking on the South end of the park. Discussion will continue at the next meeting. Consensus is to keep the curb cut, so at a minimum we could use that access for maintenance and emergency access. Discussed the small building (maintenance building) and what people saw as a use for that building. Henkel pointed out that he liked having it to keep park tools and such in it. Also discussed it as a future extra bathroom/drinking fountain site in the future while still leaving room for some equipment storage.

Discussed the areas of the beach that could be groomed. Henkel pointed out that we have a permit to groom 1/3 of the beach. Winter shared his meeting with Robin Schmidt from the DEQ, according to her we can't really touch the south end. The idea of turning the South end into a native planting area with educational signage was discussed.

Motion: By Heffner 2nd by Lapointe. Motion to keep the south (championship) willow and chop down the other two that are visibly distressed.

Motion carries.

Motion: By Lapointe 2nd by Heffner. On the South end to have minimal impact drop off with only minimal handicap parking, non-asphalt surface ascetically pleasing, low volume traffic area.

Motion carries

Next meeting Thursday 28th. 1Pm

2. Committee Mission & Vision Statements- Shawn Winter, Amy Jenema- tabled until the January 28th. meeting please email any ideas to Shawn.

G. OLD BUSINESS:

H. PUBLIC COMMENT none

ADJOURN: Motion to adjourn Timmins 2nd. Heffner

Motion carries



ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
January 28, 2016 1:00 p.m.
Draft minutes

Absent DeMars Absent Feringa X Heffner X Jenema X LaPointe
X Timmins X Wentzloff

Advisory: Absent Clark X Heinert X Henkel
Absent Kushman X McDonough X Winter

- A. **PUBLIC COMMENT:** No public
- B. **APPROVAL OF AGENDA:** Motion : Wentzloff made the motion to approve the agenda as presented. Timmins 2nd. Motion carried
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** none
- D. **ACTION:**
1. None
- E. **REPORTS**
1. None
- F. **NEW BUSINESS:**
1. North Bayside Park Design - *Klaus Heinert, Gosling Czubak*
a. Discuss phasing options for Summer '16 and Grant Proposal

Winter went over a hand-out he put together detailing the guidelines for the Michigan Natural Resources grant;

- Max request \$300k,
- minimum match 25%
- proof of match needs to be secured by October 1st.
- List of Eligible development projects. The projects the committee is focusing on are all on the list.
- Trust fund priorities.
- Scoring
- Two noted additions to the application; 10 day advance notice public hearing and a maintenance plan.

Klaus clarified that there is also a cap to the maximum match allowed which is 40%. Jenema clarified what is needed to turn in for the maintenance plan portion of the grant. It would be built into the park plan by the maintenance committee.

Klaus provided clarification.

LaPointe clarified the money that the trust fund would give, as well as how much money the township had toward the match. Asked if there was a resolution for the \$75k the township was putting for the match.

Jenema went over what the township has completed to date, which is dedicating \$25k a year for 3 years.

LaPoint talked about the money set aside by the GTRLC.

McDonough clarified that the GTRLC would be fund raising and that the money was not set aside. Matt will be going to the Feb. GTRLC board meeting to request acceptance of a formal partnership between the GTRLC and Acme Township. Also discussed that the Trust fund would accept a pledge from the conservancy as secure, it's best to turn it in with the application but it is not due until Oct. 1st.

Klaus discussed the trust fund point strategy as it related to the match dollars.

Klaus started the presentation explaining the useable green space as oppose to the darker green buffer zones, which would be storm water areas, buffers, berms or other green buffer. The park plan keeps the 3 large willow on the south end and designs the south end around them. Committee made a motion at the last meeting to keep the champion willow on the far south end. Discussed the parking issues; The south end shows a one way drop zone with limited ADA parking.

North end; The parking lot shows the expanded parking area that could utilize an exit off from Shore Rd. discussion followed debating the different configurations of the lot to best make it safe and user friendly. Including pros and cons of making the turn on to US-31 right turn only. Total parking would be about 70 spaces. Discussed configurations for RV parking and if the committee would like to widen the lot to accommodate RV's or just reconfigure the lines somewhere within the planned lot. Committee favored reconfiguring the lot to make room for RV's as opposed to making the lot larger. Talked about keeping a green buffer between the gas station and parking lot expansion so as not to feel right on top of the gas station. Green buffer between the two was the favored set up.

Other big ideas discussed included;

- Retaining wall
- Mobi mats and a transfer chair
- Pavilion
- Garden club- community garden area
- Rain gardens/ storm water solutions
- TART trail connector
- Playground, pavilion
- Drinking fountain/water bottle refill area
- Kayak launch

Klaus explained that pricing on all the components varied on a range from high end to low end. He used a middle ground for the pricing he presented to the committee. He reiterated that as the planning process moves forward the committee can choose to spend more or less on each component and that we had some flexibility with that within the grant.

Klaus explained that he had broken the expense sheet down into two columns. One for the \$67k project that would make up phase 1 and one for the larger overall project that would be phase 2.

Klaus gave a break down of his idea for a phase one project;

- Start of garden on the South end of the park
- half of the purposed retaining wall with back fill
- side walk/viewing area behind the retaining wall
- a path leading from the parking lot to the beach section with the retaining wall
- Mobi mat

- Some site improvements to the largest green space

LaPointe expressed his disappointment that more wasn't done to improve the larger green space and that there was no irrigation planned in phase 1.

Klaus explained that he was basing his ideas for phase one on increasing access to the water, but that it was up to the committee to decide what we would like to focus on first. He would follow our lead.

Committee discussion followed about the best course of action for phase 1, further discussion will take place at the next meeting on February 5th. With Klaus bring back more information on the break down of cost for the improvements of the 1 acre green space.

McDonough went over the information that the GTRLC will need at their next board meeting to make an informed decision about supporting Acme in efforts to continue with park improvements.

- Commitment from Acme Board
- Park plan that fits the trust funds expectation of land use- commented that he really likes the plan that Klaus is currently working on designing.

McDonough needed to leave to attend another meeting.

Discussion continued about the break down of cost. Over all park plan estimated cost is approximately \$998K. Committee was in agreement that phase 1 was to total \$67k and phase 2 to total \$500K.

Jenema proposed that the committee look at projects that could pull out to bring the price of phase 2 down to \$500K, while leaving room for them to possibly make up phase 3 at an undetermined future date. The four items are as follows;

- Playground
- South End drop off drive/ ADA parking
- Additional garden expansion
- Tart trail connector (this is not to be removed from the plan but to funded by an alternative source.)

All committee members present were in agreement.

Next steps include;

- prioritizing the park plan
 - deciding on what projects to for phase 1
- 3 tasks that the committee agreed on for phase one are
1. Gardening area on the south end for the garden club
 2. Half of the retaining wall and the side walk directly behind it
 3. path from the parking lot down to retaining wall

Committee wanted to look at other options related to making the largest green space more user friendly.

- Set next meeting date, Friday, February 5th. 8:30-10:30am

Discussion followed on the best time to have a public hearing. 10 days notice is needed. Klaus noted that he will just be arriving back from vacation on March 1st., the first date proposed, also the regular March board meeting . Consensus from the committee was to address the issue at the February board meeting, allowing the board to decide if they would like to set a special meeting or address it at the regular March meeting.

G. OLD BUSINESS:

1. Committee Mission & Vision Statements (it time allows) – *Shawn Winter, Amy Jenema*
Motion: Timmins 2nd. Wentzloff
To move old business 1) Committe Mission & Vision statement, to the next meeting.
Motion carries.

H. PUBLIC COMMENT no public present

ADJOURN: 3:45 Motion to adjourn Timmins 2nd. Wentzloff
Motion carries.

Bayside Park Cost Estimates

Project	Phase 1A (Sum '16)	Phase 1 (Grant App)	Future Development
Parking Lot A (existing)	\$ -	\$ 67,422.35	\$ -
Parking Lot B (north end)	\$ -	\$ 46,064.35	\$ -
Parking Lot C (south end)	\$ -	\$ -	\$ 55,618.70
Parterre Gardens (Lot C, Garden Club)	\$ 2,850.00	\$ -	\$ 22,650.00
Rain Garden/Storm Retention	\$ -	\$ 57,100.00	\$ -
TART Connector*	\$ -	\$ -	\$ 36,806.00
Beach Playground Equipment	\$ -	\$ -	\$ 99,000.00
Large Picnic Pavillion (w/amenities)	\$ -	\$ 84,600.00	\$ -
Existing Cottage/Shed Upgrades	\$ -	\$ 22,100.00	\$ -
Existing Restroom Renovations	\$ -	\$ 44,500.00	\$ -
Site Improvements (itemized below)	\$ 63,678.00	\$ 216,263.50	\$ -
<i>Mobilization / GC's</i>	\$ 1,800.00	\$ 7,200.00	\$ -
<i>Site Preparation / Large Tree Removal</i>	\$ 1,250.00	\$ 3,750.00	\$ -
<i>Excavation and Embankment (berms)</i>	\$ 3,750.00	\$ 11,250.00	\$ -
<i>Class II fill</i>	\$ 2,000.00	\$ 18,000.00	\$ -
<i>24" Modular Beach Wall / Caps</i>	\$ 21,280.00	\$ 20,160.00	\$ -
<i>Large Rip Rap (groin enhancement)</i>	\$ -	\$ 9,000.00	\$ -
<i>Conc. Sidewalk</i>	\$ 15,148.00	\$ 29,228.50	\$ -
<i>Special Paving (TART Info Kiosk)</i>	\$ -	\$ 3,125.00	\$ -
<i>Mobi Mat Beach Matting (5' wide)</i>	\$ 7,200.00	\$ -	\$ -
<i>UA Aluminum Beach Transfer Seat</i>	\$ 4,000.00	\$ -	\$ -
<i>Pavement Markings</i>	\$ -	\$ -	\$ -
<i>Landscaping</i>	\$ 3,750.00	\$ 11,250.00	\$ -
<i>Turf lawn</i>	\$ -	\$ 20,000.00	\$ -
<i>No-mow meadows</i>	\$ -	\$ 9,000.00	\$ -
<i>Irrigation System</i>	\$ -	\$ 2,500.00	\$ -
<i>Beach Sand (overlay)</i>	\$ 3,500.00	\$ 14,000.00	\$ -
<i>Small Pergola / Fabric Shade Shelter</i>	\$ -	\$ 30,000.00	\$ -
<i>Furniture</i>	\$ -	\$ 6,500.00	\$ -
<i>Drinking Ftn / Jug Fill / Foot Wash</i>	\$ -	\$ 5,000.00	\$ -
<i>Signage</i>	\$ -	\$ 1,200.00	\$ -
<i>Ex, Signage / Life ring relocation</i>	\$ -	\$ 600.00	\$ -
<i>Facility Entrance Sign (rework / replace)</i>	\$ -	\$ 3,500.00	\$ -
<i>Facility Entrance Sign (South Parking)</i>	\$ -	\$ 2,500.00	\$ -
<i>Site Utilities (Water, SNS, Electrical)</i>	\$ -	\$ 8,500.00	\$ -
Sub Total	\$ 66,528.00	\$ 538,050.20	\$ 214,074.70
5% Contingency	\$ 3,326.40	\$ 26,902.51	\$ 10,703.74
15% Engineering PE/CE	\$ 9,979.20	\$ 80,707.53	\$ 32,111.21
TOTAL	\$ 79,833.60	\$ 645,660.24	\$ 256,889.64
Target Total Cost	\$ 67,000.00	\$ 500,000.00	\$ -
Difference	\$ 12,833.60	\$ 145,660.24	\$ -

* TART Connector in grant application, but seeking outside funding sources

